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ABSTRACT

This paper contains the grant proposal and final report for a project conducted by the California State University at Northridge library to demonstrate online database searching and introduce the use of bibliographic management software to faculty and graduate students. Day-long, discipline-oriented seminars were planned to increase the participants' knowledge of the contents and structure of the databases important to their research and to enable them to make informed decisions on which reprint software programs best suit their needs. The six programs presented were askSam, Notebook II, Nutshell/Reference Gateway, Pro-Cite, and Biblio-Links. A bibliography of software reviews and a handout providing overviews of the selected software, contact information, and purchase price are appended. (Contains 16 references.) (KRN)

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BIBLIOGRAPHIC MANAGEMENT SOFTWARE SEMINARS: FUNDING AND IMPLEMENTATION

ED 363 338

By

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ABSTRACT

This paper describes the grant proposal which funded faculty seminars on bibliographic management software. It includes a list of references on bibliographic management software in general as well as specific references on the more popular software packages chosen for the seminars. Preparations for the seminar series were done January 1989 to January 1990. The following software versions were made available for faculty at California State University Northridge: askSam version 4.2, Notebook II Version 3.02 and Bibliography version 3.02, Nutshell/Reference Gateway, Pro-cite version 1.4 and Biblio-Links (Dialog tagged and untagged, version 3.0), Ref-11 and Reference Manager Version 4.07. Appendices include the handout "Bibliographic Database Management Software Programs: Software, Purchase Information," and the bibliography "REVIEWS: askSam,Reference Manager, Pro-cite version 1.4, A Selective List."

INTRODUCTION

The California State University Northridge (CSUN) Library started it's Electronic Library Instruction program with its first Instructional Improvement Grant in January 1987. This program introduced the online databases from BRS and Dialog and is described in Electronic Library Instruction Program. [1] In order to continue the successful introduction of database searching, another CSUN Instructional Improvement Grant proposal was submitted. This time, in addition to offering database demonstrations, the seminars would include examples of transferring citations from the online database to a bibliographic management software package. A list of the six software packages collected for the seminar series is available in Appendix A. The results of extensive research conducted in the course of choosing representative, low-cost software packages is given in Appendix B. The bibliography was prepared using Reference Manager one of the software packages chosen for the seminar series. The preference for Reference Manager was a reflection of the health science subject orientation of the grant's author and is not necessarily a reflection on the value of this software package over the others.

GRANT PROPOSAL

The original grant proposal submitted included a short bibliography. For the purposes of this paper, the shorter bibliography has been separated from the original grant proposal and incorporated in the final bibliography given in Appendix B.

SEMINARS FOR FACULTY AND STUDENTS ON THE RETRIEVAL AND MANAGEMENT OF BIBLIOGRAPHIC CITATIONS USING A MICROCOMPUTER

ABSTRACT

Discipline oriented seminars will be offered to faculty and graduate students on how to retrieve and download bibliographic citations from online databases and how to transfer relevant citations to a bibliographic management database. The seminars will demonstrate important principles of retrieval, organization and processing of information. Participants will be shown how a reprint management program will help them to develop formats for bibliographic citations according to different publishing and journal specifications. The seminars will emphasize the online

databases important to the subject discipline and will review the major capabilities of selected reprint software programs. Instructional Improvement Grant funds are being requested to pay for Project Director's reassigned time, and online instructional time. The University will benefit in many ways. Our faculty and graduate students will be able to use the latest information technology and the campus resources for research will be vastly extended.

NEED

An ACLS survey of scholars done in 1985 documented the exponential growth of computer use by people involved in teaching and research. In 1980 only 1% of the scholars indicated use of computers, by 1985 around 50% reported using computers for wordprocessing, compiling bibliographies, statistical analysis, etc. Now that personal computer use has become so commonplace, and the CSUN campus has several microcomputer facilities available for student and faculty use, it is feasible to present software programs that will enhance teaching and research.

Faculty and graduate students involved in teaching and/or research accumulate large reprint files. There are many software packages, especially for the IBM PC, but also for the MACINTOSH, which easily allow creation of a local database. Once the database is created, either from citations downloaded from an online search or from entering bibliographic information based on their reprint files, the software allows efficient searching, retrieving or organizing references in any desired format. Hours of tedious clerical work are eliminated. When a bibliography needs to be reformatted for new publication or a grant proposal, the software can automatically reformat the entire bibliography.

Access to hundreds of online databases which allow keyword searching extend the research capabilities of our faculty and students. In some instances databases may only be available online, i.e.no print counterpart exists, so that preparation of bibliographies using online resources is becoming essential for serious research. Also online databases offer access to more current references than their printed counterparts.

DESCRIPTION

One day seminar and workshop presentations will be given for each of the seven Schools. The seminars can be held either at South Library or at a location convenient for the School. When seminars are held at South Library where there is a telephone line in the classroom then "live" online session can be performed to match the specific interests of the participants. If a School prefers the seminar at their location, and there is no telephone line, then the online presentation will be prepared ahead of time with an online software simulation package. The instructor(s) will be available

all day to see as many faculty and students as possible. Handouts will be prepared which describe the online databases of interest to the discipline, the vendors and costs involved to access each database. The handout on Reprint File Management Software will be an annotated listing of the major reprint management software packages available with tables comparing important features. (See Appendix on "Outline for Cross Comparison of Reprint File Management Software" which are the guidelines which will be used in preparing the annotated list.)

The seminar will have two parts- the online presentation which will retrieve bibliographic citations from several databases of interest to the participants and the demonstration of the "reprint management" software using the citations that were earlier retrieved and saved as a text file. The objectives of the seminar will be: (1) to enable participants to make an informed decision on which reprint software programs best suits their needs and (2) to increase the participants' knowledge of the contents and structure of the databases important to their research.

The Project Director will work with the subject-specialist librarian when contacting each of the Schools. Fliers will be sent to all faculty members in the school. The seminar day will be announced for at least two weeks in the UIB. Participants will be advised that if they need more time to spend with the sample reprint management software, the PC used for the seminars could be reserved as long as it was not needed for class instruction. The PC will be stored in South Library Room 216.

PROGRESS TO DATE

The library has purchased an XT, an overhead projector for computer display, a portable table, Automenu software for menu selection of a variety of software options, telecommunications software to access online services, and Reference Manager, a software program for personal reference management.

The Library has been conducting an "Electronic Library Instruction Program" (ELI) since 1986 when it was first funded by an Instructional Improvement grant. ELI has introduced over 500 faculty, upper division and graduate students to the concept of online searching. Three of the major online vendors were brought to campus. Hundreds of students and faculty had the opportunity to conduct their own online search. For this program we were able to obtain instructional passwords to DIALOG and BRS, and student research passwords to National Library of Medicine. These are discount passwords. The online charges are $15.00 per hours instead of the costs which can range from $45-$200+ per hour. These cost-effective instructional passwords can be used for this seminar series. This grant proposal requests funding for online time to demonstrate select databases to faculty and students and to retrieve bibliographic citations for downloading and transfer to a

reprint file management software program.

We have received a complimentary copy of the software REFERENCE MANAGER for the purpose of demonstrating the software in such a program as described in this instructional improvement grant proposal. Demonstration software of some of the other reprint file managers will be requested from the producer.

The Library has purchased the software SIMULATE.EXE THE ONLINE SIMULATOR for those times when either a telephone line is not available, or the online service cannot be reached.

EVALUATION

All faculty and student seminars will be evaluated by the participants with separate criteria for content attributes and instruction. The evaluation forms will be used to provide an effective mechanism in building program that will be responsive to participant needs.

APPENDIX

OUTLINE FOR CROSS COMPARISON OF REPRINT FILE MANAGEMENT SOFTWARE

A. General Considerations - cost, equipment requirements, ease of use, flexibility, storage capacity, speed of operation

B. Data Entry - direct keyboard, downloading, editing required for downloaded entries

C. Editing Capabilities - easy to add, delete, modify entries; easy to reformat for various journals

D. Searching Capabilities - author, title, journal, etc., truncation, boolean searching

E. Output - print to screen, printer, or disk files; formats for various journal requirements

F. Documentation & Software Support - written manuals, on-screen tutorials, telephone support

Grant Year 1988-89

FINAL REPORT
on
Grant from
INSTRUCTIONAL IMPROVEMENT PROJECTS COMMITTEE

Project Director: Marcia Henry

Telephone Number: 885-3012

Title of Project: SEMINARS FOR FACULTY AND STUDENTS ON THE RETRIEVAL AND MANAGEMENT OF BIBLIOGRAPHIC CITATIONS USING A MICROCOMPUTER

Project Objectives:

The objectives are to have available the demonstration copies of the major bibliographic management software programs, distribute literature on the software, offer guidelines for choosing a personal reprint management software, demonstrate how to retrieve bibliographic citations from different online sources, then how to transfer the citations to a personal database created by a bibliographic (reprint) management software program. The seminar series will emphasize different databases depending on the interest of the faculty present.

How the Objectives Were Met:

After intensive research on the many available personal information software packages, the library acquired six (6) of the best reviewed programs priced under $500. The software programs acquired were askSAM, Notebook II, Nutshell/Reference Gateway, Pro-Cite, Ref-11 and Reference Manager. In addition the library is in the process of acquiring the software program, Data Magician, which will facilitate transfering records from GEAC, the library's new online catalog, to one of the bibliographic management software programs we have acquired. Data Magician also works with records (citations) from DIALOG or BRS online services. The handouts and guides have been prepared including the new bibliography "BIBLIOGRAPHIC DATABASE MANAGEMENT SOFTWARE PROGRAMS: Software, Purchase Information, Reviews" designed especially for the seminar series. The actual seminars will be started this semester and will be held on an ongoing basis as a permanent, new service of the Library's Reference Department.

Project Continuation:

Will the activity developed through the project be continued? Yes

Project Budget Detail:

Total amount allocated: $3,484.00 Total amount expended: $3,484.00

How was it divided?

Personnel	$2,084	$2,084
Other costs	$1,400	
Online databases	$1,300	$1,300
Demo program Notebook		37
askSam software program		34
demo program Reference Gateway		29

Evaluation:

How would you evaluate the results of this project?

This Instructional Improvement Grant made it possible for a librarian to research available software programs, develop guidelines and a bibliography and provided funds for online demonstration time. The library now has an established bibliographic management database program service and is in the process of advertising the service to the campus. To date many of the departments have shown interest in the different packages available in addition to the more commonly known Pro-cite and askSam. The forthcoming seminar series will offer an ongoing service to the campus and will expand to include new software packages as they become available. Because the Instructional Improvement Grant made it possible to establish this Center for Bibliographic Management Software the Library has offered to do a workshop on "Procite, Reference Manager and askSam" at the annual California Educational Computing Consortium Western Educational Computing Workshop to be held on the CSUN campus April 12-12, 1990.

APPENDICES

California State University, Northridge
Library, Reference Department
Compiled by Marcia Henry, Spring 1990

BIBLIOGRAPHIC DATABASE MANAGEMENT SOFTWARE PROGRAMS
Software, Purchase Information, Reviews

The Library has acquired the following software programs mostly for IBM and IBM compatible microcomputers. They are available at South Library for reviewing. Please call x3012 to reserve the software and microcomputer. Prices listed are the list price because the discount prices vary considerably.

askSAM 4.2

AskSam Systems	(800)327-5726 Sales	$295
P.O. Box 1428	(904)584-6590 Tech Support	$50 student
Perry, Fl.32347	(904)584-8287 Bulletin Board	

askSam handles data in a variety of formats, has menu and command modes. It can import ASCII files created from a variety of word-processing and other programs and it has enhanced search capabilities.

NOTEBOOK II 3.02 and **BIBLIOGRAPHY** 3.02

Pro/Tem Software, Inc. (415)947-1000 $189 +75
2363 Boulvard Circle
Walnut Creek, CA 94595

NOTEBOOK II is a text oriented, menu driven database manager. An unlimited number of records with up to 30,000 characters each and 50 fields per record. Full screen text editor with word wrap. Import files from word processor or online databases. Flexible retrieval using full range of selection conditions and operators, including Boolean. Customize output format. Write reports to printer or to disk for incorporation into documents or another database. **BIBLIOGRAPHY** is a companion to Notebook. It automatically generates a bibliography from a manuscript. Bibliography can be reformatted for different journal styles. Can also produce footnotes. Compatible also with Notebook I and most word processors. Purchased with Notebook both for $264

NUTSHELL/REFERENCE GATEWAY

GS Sales Corp. (508)842-5625 $195
P.O. Box 187
Cochituate, MA 01778

The **Reference Gateway** System utilies allow downloading references from a computerized databases (CD-ROM or online) and enters them into the NUTSHELL database without typing. References can also be entered manually. References in the NUTSHELL database can be searched and sorted and exported as an ASCII file. Other Reference Gateway utilities allow formating of the references into any journal format without typing. It supplies common ones or a custom format can be created and saved.

PRO-CITE and **BIBLIO-LINKS** and **PRO-SEARCH** (SEARCHER'S TOOL KIT)
Personal Bibliographic Software, Inc. (313)996-1580
412 Longshore Drive $395,$195, $395
Ann Arbor, Michigan 48105 discounts from (801)272-9425

PRO-CITE is designed for producing bibliographies. It allows you to format bibliographies from 26 standard styles or to create your own. Provides pre-formatted input screens (templates) for 20 different document types, including books, journals, dissertations, conference proceedings, audiovisual material, computer programs, etc. Notes of any length may be placed in the Note or Abstract fields. Searching,sorting and indexing can be done on any of 45 fields. **Biblio-links** program converts and transfers online records (Dialog, BRS, or MEDLARS) directly into a Pro-Cite database. **Pro-search** is a "front-end" program which simplifies online searching of the databases available throught BRS and DIALOG. Library has both IBM and Macintosh Pro-cite demonstration software.

REF-11
DG Systems (203)247-8500 $195
322 Prospect Ave.
Hartford, CT 06106

REF-11 offers menu choices, full screen data entry, search for any combination of authors, years of publication, title or words in title, topics, wild cards, or unique ID number assigned by the system. Custom designed formatting; produces files compatible with common word processors. **REFLOAD ($125)** is a utility program for reading references from text files downloaded from NLM, DIALOG and BRS; **REFWR** ($) utility provides for inserting reference citations in a document text and producing a bibliography of the cited references.

REFERENCE MANAGER
Research Information Systems, Inc. (619)438-5547 $195
2355 Camino Vida Roble
Carlsbad, CA 92009

REFERENCE MANAGER is designed to manage references, incorporate reference citations into manuscripts, and create bibliographies formatted according to virtually any journal specifications. Records can be entered from a keyboard or from downloaded files. Detects duplicated entries. Search on author, editor, keyword, journal, year of publication or words or phrases appearing in the text or notes. User can specify a citation format for a particular journal and save it to produce bibliographies for manuscripts to be submitted to that journal. Boolean search, wildcard search. RM-800 version at $195 provides one data base of up to 800 references and additonal data bases of 200 references each. A 32000 version is also available. Additional utilities are the **Capture** module for automatic conversion of text files downloaded from online services ($59), slide manager module ($39) and file of 100+ **Common Journal formats** ($39).

Reviews:askSam, Reference Manager, Pro-cite
A Select List, April 13, 1990

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